

NEIGHBORHOOD ASSISTANCE PROGRAM DOCUMENTATION REQUIREMENTS FOR NAP CONTRIBUTIONS

The following types of contributions are eligible for tax credit when contributed by qualifying Missouri businesses and included as part of a participating charity's previously approved Neighborhood Assistance Program budget. All applications for tax credit must include the documentation as described below. Applications submitted without the necessary documentation will not be processed.



CASH CONTRIBUTIONS:

Required: Copy of both sides of the cancelled endorsed check(s) or a microfiche copy of the front side of the check(s) from the contributor's financial institution

Contributions in the form of a check must be made payable to and endorsed by the approved organization and specifically noted for the approved project. The date of the check is considered the date of donation.



REAL ESTATE CONTRIBUTIONS:

Required: Copy of the deed, copy of the environmental inspection report (if required), **AND** the required number of copies of the appraiser's reports performed by state-licensed or certified appraisers

For residential property, if the value exceeds \$25,000, two appraisals are required.
For commercial property, if the value exceeds \$50,000, two appraisals are required.
In all other instances, one copy of the appraiser's report is required.



RENT CONTRIBUTIONS

Required: Copy of the invoice from the lessor to the lessee stating rental period and rate and a letter from an independent appraiser stating the fair market value of rent in that area.



EQUIPMENT AND SUPPLIES:

Required: Copy of the invoice showing the cost to the donor or current fair market value, whichever is less

Sales tax and profit margin will not be included in the total of the donation. The NAP tax credits will be certified for the lower of cost or fair market value. Used equipment invoices must be submitted with an appraisal of the fair market value of donated item(s).



LABOR AND TECHNICAL ASSISTANCE:

Required: Statement signed by the employee and employer itemizing time spent (# of hours) on the project and the employee's regular hourly wage



PROFESSIONAL SERVICES:

Required: Copy of invoice detailing the nature and dates of services rendered, indicating standard billing amount, less any payment received



STOCKS AND BONDS:

Required: Documentation of the transfer of stocks or bonds from the contributor to the organization indicating the name of the security, # of shares, date of donation and market value on the date of donation **AND** documentation of the sale of the stocks or bonds by the organization indicating the name of the security and number of shares (the transfer documentation should come from the contributor's stockbroker {this is the value of the contribution} and the sale of the stock documentation should come from the organization's stockbroker)

